

**Texas State Board of Dental Examiners**

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Website: www.tsbde.state.texas.gov

DENTIST ASSISTANT RENEWAL FORM**INSTRUCTIONS:** A RDA Registration Certificate may only be renewed within 45 days of its expiration date. Make your check or money order payable to the SBDE.**FULL NAME:** _____ **E-MAIL ADDRESS:** _____**RDA NUMBER:** _____ **RDA CERTIFICATE EXPIRATION DATE:** _____ **DAYTIME PHONE:** _____**1. BASIC LIFE SUPPORT CPR COMPLIANCE:** ✓ Check One. All dental assistants in Texas must hold a current Basic Life Support CPR Card.

- _____ My BLS CPR is current. CPR Card Issued Date: _____ CPR Card Expiration Date: _____
- _____ My BLS CPR Card is not current. I am attaching my physician's letter of explanation or proof of residence outside the U.S.

2. ANNUAL REGISTRATION RENEWAL CONTINUING EDUCATION COMPLIANCE: ✓ Check One

- _____ I am in compliance with completing all required continuing education for this registration period.
- _____ I am in my first registration period and exempt from completing continuing education for this registration period.

3. DISCIPLINARY ACTION AND CRIMINAL HISTORY: ✓ Check all that apply to you

- 3a _____ I have not been the subject of any disciplinary action not yet reported to the Board.
- 3b _____ I have not been arrested, indicted, convicted or received a court order for any criminal offense not been reported to the Board.
- 3c _____ I have been the subject of disciplinary action not yet reported to the Board and I am attaching a letter of explanation and a certified copy of all actions taken against my license.
- 3d _____ I have been arrested, indicted, convicted or received a court order for a criminal offense not yet reported to the Board and I am attaching a letter of explanation and certified copies of legal documentation pertaining to the arrest, indictment, conviction or court order.

4. HAVE YOU CHANGED YOUR ADDRESS IN THE LAST 60 DAYS: ✓ Check One.**Important Notice:** Your primary mailing address will be displayed online to the public.

- _____ I have not changed my address in the last 60 days.
- _____ I have changed my address in the last 60 days. If you have not reported this change to the Board, fill out the section below.

Important Notice: Your primary mailing address will be displayed on the internet to the public... _____ Use my Home Address as my primary mailing address OR .. _____ Use my Office Address as my primary mailing address.

<u>HOME ADDRESS INFORMATION</u>	<u>OFFICE ADDRESS INFORMATION</u>
Home Address: _____	Office Name: _____
_____	Office Address: _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Telephone Number: _____	Telephone Number: _____

5. HAVE YOU CHANGED YOUR NAME IN THE LAST 60 DAYS: _____ NO _____ YES

If you answered "Yes" you must include with this renewal form legal documentation showing proof of the name change (e.g., Marriage License, Divorce Decree, etc.) Do not mail in your annual registration certificate.

PRINT YOUR FULL LEGAL NAME HERE**6. FEES DUE.** Pay all fees as they apply to you. **PENALTY FEE NOTE:** If paying the penalty fee for being 91-365 days past your expiration date you must also pay the penalty fee for being 1 to 90 days past due.

	Annual Renewal Fee	\$ 32.00
• Penalty Fee if paid <u>1-90 days</u> after the Expiration Date.	Penalty Fee (If Applicable)	+\$ 14.50
• Penalty Fee if paid <u>91-365 days</u> after the Expiration Date.	Penalty Fee (If Applicable)	+\$ 14.50
• Name Change if being made at time of license renewal.	Name Change Fee (If Applicable)	+\$ No Fee

TOTAL AMOUNT PAID: \$ _____**8. SIGNATURE AND DATE.**

I hereby attest by my signature, under penalty of perjury, that I have completed and possess all required certifications as required by the Occupations Code and the SBDE Rules and Regulations. All information provided on this form is true and accurate and I understand that I may be asked to produce for the SBDE any documentation I am required to maintain for licensure.

Signature: _____**Date:** _____

GENERAL INFORMATION

Renewal Requirements

Dental Assistants who do not renew their registration certificate before the expiration date may not make radiographs until the registration is brought into a current status and displayed in the area where services are provided. An **original** certificate must be displayed. Copies are not acceptable. Please visit the Dental Board website for information on purchasing additional registration certificates if you work in more than one location. The Dental Board Website is: www.tsbde.state.texas.gov

No Grace Periods

There are **no grace periods** for renewing a registration on, or after, its expiration date. Please allow 2-3 weeks for processing.

Renewing a Expired Dental Assistant Registration (RDA) Certificate

A Registered Dental Assistant renewing a registration certificate that is expired must pay **all past annual renewal fees** in order to bring the registration current and into 'Active' status. A cancelled registration cannot be renewed.

Not Sure if Your Registration is Active, Expired or Cancelled?

Visit the Dental Board website and select "*Find a Licensee*" found under the Main Menu. Select "Registered Dental Assistants" and enter your information. Search Results will appear. Click on your name. A detailed view of your registration will be displayed. The "Status" category will indicate if your registration is Active, Expired or Cancelled. The Dental Board Website is: www.tsbde.state.texas.gov

CPR Requirement

Section 257.004 of the Texas Occupations Code requires that all licensed dentists, dental hygienists, and registered dental assistants sign a written statement that the applicant has successfully completed a current course/program in cardiopulmonary resuscitation (CPR), or holds a physician's verification that the applicant is physically unable to complete CPR, or applicant resides in a foreign country. Applicants signing the statement on Page 1 must maintain documentation of CPR status.

CPR training must include a written assessment and a demonstration of skills. Computer and video-based CPR training courses given by an instructor that include training on a hands-on practice manikin by the applicant and a written assessment of skills, either taken online or in a classroom setting, are acceptable. Online courses that do not include a live instructor for a demonstration of skills and training on a practice manikin by the applicant are not acceptable.

Continuing Education Requirement

Rule 114.12 (Continuing Education for Certificate Holders):

- (a) A Dental Assistant holding a RDA Certificate must complete six (6) hours of continuing education each year in areas covering dental assistant duties.
- (b) A Dental Assistant holding a RDA Certificate and a Pit and Fissure Sealant Certificate must complete (12) hours of continuing education each year to renew all of the certificates. CE must cover the duties of a dental assistant.
- (c) A Dental Assistant may fulfill all continuing education hour requirements through board-approved self-study, interactive computer courses, or lecture courses.
- (d) Dental Assistants shall select and participate in continuing education courses offered by or endorsed by:
 - (1) dental schools, dental hygiene schools, or dental assisting schools that have been accredited by the Commission on Dental Accreditation of the American Dental Association; or
 - (2) nationally recognized dental, dental hygiene or dental assisting organizations.

Registered Dental Assistants renewing their **first** registration certificate are exempt from completing CE. Every year thereafter, while the registration certificate is active, the Dental Assistant must complete the total amount of required CE hours annually before their certificate expires.

CE Courses and Course Providers

CE Courses must be offered or endorsed by a provider listed in SBDE Rule 104.2. This rule is found on the SBDE website. All CE must be in a topic related to the duties of a dental assistant. Courses can be self-study, interactive computer courses or lecture courses.

Courses Not Accepted for CE Credit

Annual OSHA Training, Basic Life Support CPR Courses, Administrative Courses

Documenting CE Hours and Credits.

Dental Assistants should keep and maintain records on all CE completed for a period of three years. Information should include: Course Date; Course Title; Approved Sponsor of Course; is it a Classroom Course, Self-Study or is it Interactive Computer Course. Document how many CE hours were awarded. In the case where an article is read from a journal, publication or website, keep a record of how long it took to complete the entire reading. Make, or print, a copy of articles or web-related materials read. Course Certificates of Completion should also be maintained for your records as well.

Carrying Over CE Hours.

Dental Assistants cannot carry CE hours over from year-to-year.

Submitting Proof of Completed CE Courses.

Dental Assistants are not required to send proof of CE until notified by the Board.